**Employee Exit Checklist**

*Upon notification of a resignation, please complete the building level information and send to Human Resources.*

# Employee Name:

## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Day Worked: \_\_\_\_\_\_\_\_\_\_\_ (as designated on resignation)

**EMPLOYEE INFORMATION**

\_\_\_\_\_\_\_\_\_\_ Resignation letter - submit to Supervisor (signed and dated by employee)

or

\_\_\_\_\_\_\_\_\_\_ Completed resignation form. Form can be found on ACS website under Human Resources and Employee Exit Information (signed and dated by employee)

**BUILDING LEVEL**

**Submit the resignation letter/form to Human Resources immediately upon receipt:**

\_\_\_\_\_\_\_\_\_ Notify building level payroll secretary

\_\_\_\_\_\_\_\_\_ Notify district level payroll department

**On the employee’s last day:**

\_\_\_\_\_\_\_\_\_ Retrieve key(s)

\_\_\_\_\_\_\_\_\_ Name badge

\_\_\_\_\_\_\_\_\_ Ensure ACS property has been returned: \_\_\_ Laptop \_\_\_ iPad \_\_\_\_ Phone \_\_\_ Other

\_\_\_\_\_\_\_\_\_ Remove from website (School Technician)

\_\_\_\_\_\_\_\_\_ Inactivate in PowerSchool (site data manager)

\_\_\_\_\_\_\_\_\_ Employee forwarding contact information (if changed):

**CENTRAL OFFICE**

**HUMAN RESOURCES**

\_\_\_\_\_\_\_\_\_ Resignation letter initialed by Superintendent

\_\_\_\_\_\_\_\_\_ Employee resignation information placed on upcoming board agenda

\_\_\_\_\_\_\_\_\_ Contact employee. Set up a time to either meet or speak via phone. Encourage to complete exit interview

Y/N\_\_\_\_\_\_ Employee eligible for rehire

\_\_\_\_\_\_\_\_\_ Create separation in HRMS

 **FINANCE**

\_\_\_\_\_\_\_\_\_ Benefits Coordinator contact separating employee regarding insurance and other benefits

\_\_\_\_\_\_\_\_\_ Payroll Administrator figure payouts, if applicable

**IT**

**Inactivate** \_\_\_NCID \_\_\_Email/Listserves \_\_\_Connect 5